



# Manage the NCOER Program

AR 623-205



# Actual Evaluation Report

## Comments



This soldier sets low personal standards and then consistently fails to achieve them.



# Actual Evaluation Report Comments



This soldier is really not so much  
of a *has been*,  
but more of a  
*definitely won't be*.



# Actual Evaluation Report Comments



Since my last report he has reached rock bottom and has started to dig.



# Actual Evaluation Report Comments



His men would follow him anywhere, but only out of curiosity.



# Terminal Learning Objective

**Action:** Manage the Noncommissioned Officer Evaluation Report Program.

**Conditions:** Given a requirement to manage the Noncommissioned Officer Evaluation Report Program and access to AR 623-205.

**Standards:** Manage the NCOER Program to include defining basic concepts of the NCOER program; ensuring each rated NCO receives performance counseling; and defining information on DA Form 2166-7 (NCO Evaluation Report).



# Outline



- **The NCOER System**
- **DA Form 2166-7 and Rating Sch**
- **Types of Reports**
- **Report Periods**
- **Completing the NCOER**
- **The Rating Chain**
- **Counseling**



# The NCOER System

- Strengthen the NCO Corps
- Ensure selection of the best qualified
- Improve performance
- Facilitate personnel management decisions



# DA Form 2166-7



- Provides an assessment of the soldier's performance and potential for advancement.
- Serves as a source of information essential to the effective career management of the soldier.



# Rating Schemes

- Rating Scheme: a document that lists the rating officials of each NCO assigned/ attached to a unit
- Commander's responsibilities:
  - publishing, updating, and posting rating schemes
  - ensuring rating schemes mirror the chain of command/ supervision



# Rating Schemes

- Rating schemes must list the full name of all rated NCOs, rating officials and the effective date each individual assumed their respective position.

Rated NCO	Rater	Senior Rater	Review
Platoon SGT	Platoon Leader	Commander	BN C
SFC Posey	2LT Tan	CPT Lilly	LTC F
971124	971222	970511	970



# Types of Reports



# Types of Reports

- First Report
- Annual Report
- Change of Rater Report
- Complete the Record Report
- Relief for Cause Report



# First Report

- The first NCOER submitted on sergeants or above
- Does not apply to active Army
- May be initiated by
  - Promotion to sergeant
  - Reversion to NCO status
  - Reinstatement in an NCO rank



# Annual Report

Submitted 12 months after the most recent of the following:

- The ending month of the last report
- The effective date of promotion to sergeant
- **Reversion** to NCO status
- **Reentry** on active duty as sergeant or above

NOTE: An annual report will not be submitted when the provisions for the change of rater report apply



# Change of Rater Report

Submitted when the rater changes due to:

- **Rater or rated NCO is reassigned**
- **Rater or rated NCO depart on extended TDY or SD**
- **Rater or rated NCO is released from AD**
- **Rated NCO is reduced to CPL ↓**
- **Rater dies, is relieved, reduced, AWOL, missing**

**NOTE: Minimum rater qualification must be met**



# Complete the Record

## Report

Submitted at the rater's option on NCOs who are

eligible for consideration by DA centralized boards for:

- Promotion
- School
- CSM selection

Mandatory conditions. The rated NCO must:

- Be in the zone of consideration
- Have been under the same rater for six months



# Relief for Cause Report

- Used when an NCO is relieved based on personal or professional characteristics.
- Reason for relief will be stated on the report.
- Rated NCO must be notified.
- Minimum rating period is 30 days.



# Report Periods



# Report Periods

**The beginning period:** always the first day of the month in which the report begins.

**The ending period:** always the last day of the month in which the report ends.

**Nonrated periods:** those periods during which the NCO is in a nonrated status. These periods do not count toward a rating period.



# Nonrated Codes



- \_\_ AWOL/Desertion
- \_\_ Break in active enlisted service
- \_\_ Confinement
- \_\_ In transit between duty stations; TDY
- \_\_ Patient
- \_\_ Lack of rater qualification
- \_\_ Student
- \_\_ TDY or special duty other than school
- \_\_ Prisoner of war
- \_\_ Reduction/None of the above



# Converting Nonrated Days



Add all the nonrated days

- Day NCO departs is nonrated
- Day NCO returns is rated



# Converting Nonrated Days



Convert rated days to months\_

<u>Total Days</u>	<u>Nonrated Months</u>
15 or less	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5



# Computation of Nonrated Months



- Nonrated days > 165 days, divide the total number of nonrated days by 30 = nonrated months.

$$\frac{\text{Total number of months} - \text{nonrated months}}{\text{number of rated months}}$$



# Practical Exercises



# Completing the NCOER



# Practical Exercise



# NCOER Processing



Component	Addressee	Suspense
Active	EREC	60 days
Reserve	State AG/ ARPERCEN	90 days



# Rating Chain Qualifications & Responsibilities



# Rating Chain

On-call rotations

Rating Official	Minimum Time	Rank
Requirement		
Senior Rater		
Reviewer		



# Rating Chain

## On-the-job training

Rating Official	Minimum Time	Rank
Requirement	Number of rated days	SGT+ & senior to rated NCO;
		Civilian employee GS6+



# Rating Chain

## On-the-job training

Rating Official	Minimum Time	Rank
Requirement	10 rated days	SGT+ & senior to rated NCO;
SR	2 rated months	Civilian employee GS6+
		Senior to rater; Civilian employee GS6+



# Rating Chain

## On-the-job evaluations

Rating Official	Minimum Time	Rank
Requirement	10 rated days	SGT+ & senior to rated NCO;
SR	2 rated months	Civilian employee GS6+
Reviewer	No minimum	Senior to rater; Civilian employee GS6+ Commissioned, WO, SGM or CSM and senior to SR; GS9+; must be in supervisory



# Rater Responsibilities



- Counsel rated NCO
- Prepare a DA Form 2166-7-1 for each rating period
- Assess the performance of rated NCO
- Prepare a fair, correct report
- Date and enter his/her signature in part IIa
- Sign part IIb/c when also serving as senior rater and reviewing



# Senior Rater Responsibilities



- Become familiar with rated NCO's performance
- Prepare a fair, correct report
- Date and enter his/her signature in part IIb
- Obtain the rated NCO's signature in part II
- Explain the absence of counseling statements



# Senior Rater Responsibilities



Slide 2 of 2

- Ensure bullet comments support ratings
- Enter appropriate statement in part Ve when rater does not meet qualifications
- Sign part IIc when also serving as reviewer
- Do not direct rater to change an evaluation that he/she believes to be honest



# Reviewer Responsibilities



- Ensure proper rating chain completes the report
- Ensure rater and SR evaluations are clear, consistent, and fair
- Indicate agreement/disagreement with rater and senior rater
- Date and sign part Iid
- Sign parts Iia-c when also serving as rater and SR



# Counseling



# Counseling Rules



- DA Form 2166-7-1 is mandatory for CPL thru CSM.
- Initial counseling within 30 days of rating period.
- Later counseling sessions conducted quarterly.
- Duty description as means to evaluate.



# The Counseling Form



- Contains instructions/guidance for preparing and conducting counseling sessions and for writing duty descriptions
- Provides sample bullets
- Summarizes the counseling session
- Serves as a record of counseling



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# Points of Contact



- PERSCOM Online: [www.perscom.army.mil](http://www.perscom.army.mil)
- AR 623-205, NCO Evaluation Reporting System
- Publications:  
<http://www.usapa.army.mil>
- Enlisted Records & Evaluation Center

Online: [www.perscom.army.mil/erec](http://www.perscom.army.mil/erec)



# Diagnostic Test